



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 11/17/2016	Employee Requisition Number ER-17070	JOB OPPORTUNITY	
Title/Position: OFFICE CLERK			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: COMMUNITY RESEARCH/DEVELOPMENT	Location: Okmulgee	Location Code: 94	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Position will report to the Director of the Community, Research & Development Program. This position will be responsible for: record keeping, document preparation, communication/customer service, and staff support.
Principal Duties and Responsibilities:	<p>Responsible for maintaining office filing and record keeping systems; enters, edits, and retrieves data; processes forms such as travel, expenditures, mail logs, purchase requisitions, and supply orders. Document and process MCN departmental service requests.</p> <p>Produces letters, memos, spreadsheets, and agendas from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents; submits print request; prepares pamphlets, flyers, manuals, and handbooks; proofread assignments for accuracy and completeness.</p> <p>Answers and routes telephone calls; conveys information both orally and in writing; answer inquiries from Community members and Community Board members. Direct clients to appropriate resources; acts as office receptionist by greeting and directing visitors; schedules and coordinates meetings; provides materials and initiates request for information when required.</p> <p>Coordinates and prepares for meetings and special events by assisting with registrations, arranging for food and refreshments and necessary equipment; duplicates, sorts and distributes various documents; prepare mailings; maintains departmental calendars; coordinates and confirms conference room reservation schedules; send, receives and distributes faxes and e-mails; sorts, distributes, and redirect mail, maintain inventory of office supplies and orders as necessary; operates standard office equipment.</p> <p>All other duties as assigned</p>
Minimum Requirements:	HS Diploma and 3 years experience in an office setting



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Preferred Requirements:	Certificate in Business and 2-3 years experience in an office setting
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

Schedule A

FY 2017

PROPOSED SALARY PLAN**GAMING****FULL TIME****DEPARTMENT:** Community Research & Development**MANAGER:** Floyd Jones

GRADE	POSITION	SALARY RANGE		CURRENT	PROPOSED
		FROM	TO	SALARY	SALARY
MG 8	Director	57,616	75,171	57,990	57,990
MG 6	Program Manager	45,448	59,342	45,448	45,448
SG 12	Financial Specialist	40,373	52,728	41,549	41,549
SG 10	Field Specialist	31,866	41,579	34,880	34,880
SG 10	Community Training Coordinator	31,866	41,579	33,642	33,642
SG 7	Office Clerk	22,381	29,162	24,440	24,440
SG 8	Maintenance Worker	25,168	32,822	27,477	27,477
	Maintenance Worker	25,168	32,822	27,477	27,477
	Maintenance Worker	25,168	32,822	27,477	27,477
	Maintenance Worker	25,168	32,822	24,831	24,831
	Assistant AG (1/2 time)			27,833	27,833
			TOTAL		373,044
FRINGE			Full-Time	56.20%	209,651
*NOTE: Reclassification should be indicated			TOTAL		582,695